



STATEHOUSE OBSERVER

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IIF

Interactive Information Forum

The next Interactive Informational Forum for agency HR Representatives will be held Tuesday, June 10th at the Lancaster

County Education/Extension office.

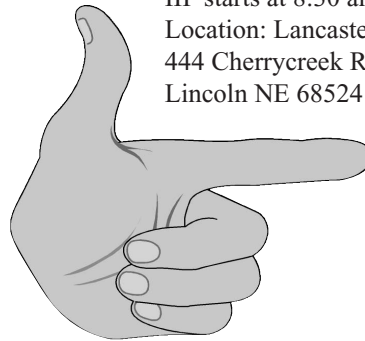
Doors open at 8:00 am...

IIF starts at 8:30 am and is scheduled until noon

Location: Lancaster County Extension

444 Cherrycreek Rd.

Lincoln NE 68524



Tentative Working Agenda

Updates on:

USERRA

Furlough

Savings Bonds

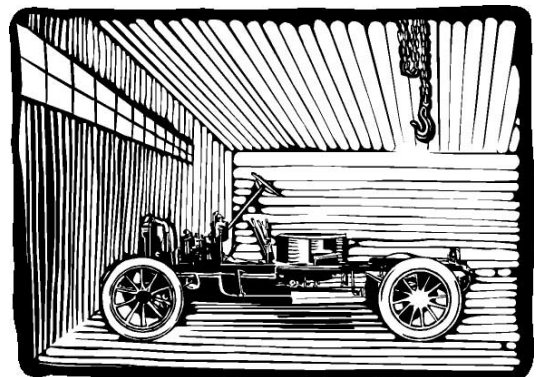
Benefits/HIPAA

upcoming Labor Contract changes

New Parking Policy

DAS-Building Division has made a few changes to its parking policy recently. Be sure to check out their web site to see how those changes might affect you.

http://www.das.state.ne.us/building/bld_main/parking_policies.htm





Summer Blood Drive

Our Summer Blood Drive will be held the week of June 9. The new Blood Donation Center in the downtown area is located two blocks northeast of the state office building.

To make an appointment contact Keri Nicholson at 471-4112 or knichol@notes.state.ne.us after June 1. Sign up sheets will also be available at the information booth in the State Office Building.

Other donation sites in Lincoln are 100 N. 84th, 2917 Pine Lake Rd., and 30th and O. Call these sites directly for an appointment and ask to sign a "Count me in!" sheet when you donate. I also have information on several other blood donation sites around the state. Call for more information.

HIPAA

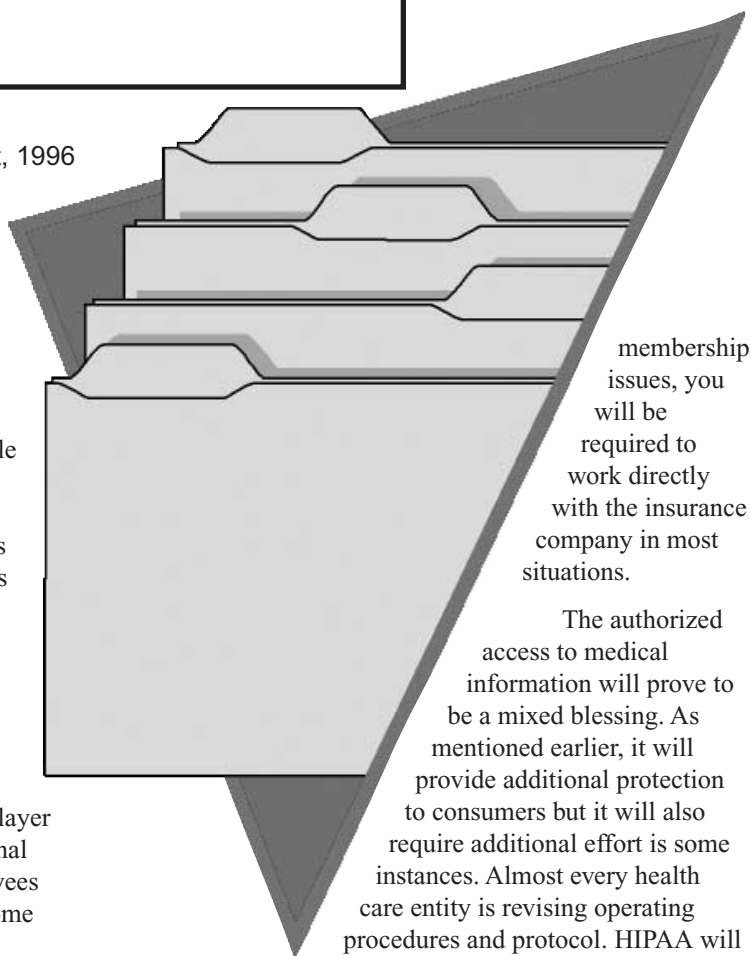
Health Insurance Portability and Accountability Act, 1996

HIPAA is the Health Insurance Portability and Accountability Act of 1996. HIPAA is a comprehensive federal law designed to improve the portability of health coverage, standardize health care transactions, impose privacy and security requirements, and make other changes to the health care delivery system.

In most environments, HIPAA sounds like a simple string of letters. But, if you are an administrator of a hospital, pharmacy, health insurance company, doctor's office, or any other entity that routinely handles protected health information, this simple string of letters will tie a knot in your stomach, raise sweat beads on your brow, and elevate your blood pressure.

The most recent requirement of HIPAA falls under the Administrative Simplification section and it is aimed at maintaining the privacy of protected health information. What does this mean to you? As a consumer, you should feel assured that there is another layer of security surrounding health information that is personal to you. How will this affect you? For most State employees it will be business as usual. However, you will notice some subtle changes when you or family members receive medical care. The next time you visit your pharmacy or doctor's office you will most likely be asked to complete additional paper work regarding privacy and protected health information.

In addition, access to your medical information will be strictly limited to only the people you authorize. The insurance contact at your agency is not authorized to receive your protected health information. If you have claim issues or



membership issues, you will be required to work directly with the insurance company in most situations.

The authorized access to medical information will prove to be a mixed blessing. As mentioned earlier, it will provide additional protection to consumers but it will also require additional effort in some instances. Almost every health care entity is revising operating procedures and protocol. HIPAA will require each of us to take a different problem solving approach at times.

Bottom Line

Individuals have the right to keep information about themselves from being wrongfully disclosed. HIPAA will create some additional responsibilities for users of health care and may create inconveniences, but it is a tool to assist in maintaining confidentiality.



Insurance Information from Blue Cross/Blue Shield

Using Caremark

Important reminders regarding your mail order prescription drug benefit:

Your State of Nebraska health plan offers you the convenience of ordering your maintenance prescription drugs through the mail.

When using the mail service pharmacy, you must get a 180-day prescription from your doctor. If your prescription is written for less than a 180-day supply of medication, your prescription will not be covered by the mail service program. Use this checklist to ensure easy and cost effective mail service.

FIRST TIME ORDER

Complete a mail service order form and send it to Caremark, your mail service pharmacy provider, along with your original prescription, not a copy. You will receive your prescription within 14 days after Caremark processes your order.

PRESCRIPTION

Your physician must write your prescription for a 180-day supply (no more or less) with either zero or one refills. Not following this requirement has caused the majority of problems for members using the Caremark mail order prescription benefit.

COPAYMENT

\$70 per prescription (payable by credit card, check or money order).

REFILLS

You can order refills of your mail service program prescription by phone, mail or the Internet. For more information about the mail order prescription program or to order via our web site, go to www.bcbsne.com/members/prescriptiondrugmailservice.asp.

IMPORTANT REMINDER

Some prescription products are pre-packaged or only available according to specific manufacturer guidelines. In these cases, Caremark may not be able to break the packaging to provide a supply for a full 180 days. An example is cyclic medications such as birth control pills, which are typically packaged in 28-day quantities. A six-month supply of birth control pills will be 168 days, not 180. However, your 180-day co-pay will still apply.

Please note: The mail service prescription drug program is designed for maintenance medication and may not always be the best fit for you or your family.

Outpatient Determinations

How Your Blue Cross and Blue Shield of Nebraska HMO/POS Benefits are Determined for Care Received in a Contracting Outpatient Facility, Outpatient Department of a Hospital, or Outpatient Ancillary Facility

Benefits are available according to contract terms, billing provider and type of service received. The eligible services actually provided and billed by your primary care physician or contracting specialist are classified as physician services and are subject to a \$10 co-pay amount, without additional member financial liability.

Any charges for eligible radiology or laboratory services provided directly in the contracting physician's office are payable at 100 percent of the plan allowance. The contracting physician must write off any amounts in excess of the plan allowance and cannot bill the member for the balance.

In some instances, the contracting physician's office may not provide radiology or laboratory services. If so, the contracting physician may forward the patient or the patient's radiology or lab work to another provider for testing and/or reading. The physician may choose to use either a hospital-based facility or a freestanding diagnostic facility (facility whose diagnostic testing equipment is not owned by a hospital).

What type of facility the contracting physician uses for radiology and lab testing impacts the member's out-of-pocket cost.

- If the contracting physician forwards the patient or patient's radiology/lab work to a hospital-based facility, the member will be required to pay a 20% co-pay amount.
- If the contracting physician forwards the patient or patient's radiology/lab work to a freestanding diagnostic facility, eligible charges are payable at 100 percent of the plan allowance.

IMPORTANT: Your doctor's office may not know what your insurance benefits are. You should know what your plan pays for and what your out-of-pocket costs are. If you have any questions about your coverage, contact the Blue Cross and Blue Shield of Nebraska Customer Service Center at (402)392-1022 or toll free at 1-800-843-2373. You can also visit the State of Nebraska web site at www.das.state.ne.us/personnel/benefits/bcbs2003.htm to review your plan's coverage and provider network.





SuperVision is a three day session for

- new / first time supervisors
- supervisors seeking improvement
- people looking to advance into supervision /management
- team leaders

At the end of each session, we ask ...

What will you say when a colleague asks, "How was the workshop? Should I attend?"

Here are real answers from real state employees ...

- Absolutely Yes!! Well worth the time spent away from the "in-box".
- Absolutely! Gets your mind moving!
- Awesome! It really made you think, and should help you improve at being a supervisor.
- Awesome! It's worth three days.
- Definitely attend. Great for new supervisors and old pros. Everyone will learn something from this workshop.
- Fantastic! Best training I have every attended. Absolutely attend.
- Great Wonderful. You have to attend!
- I am going to strongly suggest this course to other individuals within our department.
- I feel I can go back to work and use tools and make a difference. There is hope!
- I think all supervisors should take this course.
- I will highly promote that they (other supervisors) take the class. I learned a lot and really enjoyed myself.
- I would highly recommend that not only would it be good for a supervisor, but an employee as well. Many good tools to learn and use.
- I would highly suggest this session to anyone in a supervisory position.
- I would recommend it to anyone who is serious about improvement. Thank you!
- It is a workshop for those who are ready to change the way supervisors are perceived as well as the way the "super" supervises.
- It was an opportunity to learn new concepts and ways to use old concepts. Ways to make it more fun to go to work.
- It was great. I learned a lot. I'd highly recommend people attend a session.
- It was the best workshop I have ever attended! Absolutely attend!
- It was the BEST workshop that I have EVER attended. Go!!!
- It's a good opportunity to be exposed to a wide number of tools and experiences of other participants.
- Outstanding! It was presented by people that believe in what they are doing - "Making the workplace a better place"
- Super-great! Everybody should attend. A definite plus in my life. Thanks!
- The best training I have had in years.
- Yes. But send administrators and directors.
- Yes. Enthusiastically.
- Yes. Go and find out. You'll get out of it what you put in it!
- Yes. I would definitely recommend it. Great tools.
- Yes. In fact, it should be a requirement of all supervisors -- at or least strongly encouraged by the Governor!
- Yes. It helps you as a supervisor, and learn yourself as a person.
- Yes. It was excellent. I learned lots of things that I need to work on -- will be taking quite a bit of the tools back with me.
- Yes. It was fun. It made me reflect.
- Yes. It was great. Everyone should attend.
- Yes. You should attend. The workshop is motivating. Reminds you - you can make the difference.
- You bet. Attend, listen and participate! You will learn a lot.
- You should attend as soon as possible.

Okay -- we admit picking the most positive replies -- but these are real replies nonetheless.

Interested in attending or knowing more???

for information on upcoming sessions, contact

Sarah McCarter

phone (402) 471-3053

or email at smccarte@notes.state.ne.us



Your next step in becoming a more sophisticated policy actor

Designing sound public policy requires a unique set of skills and an in-depth understanding of the policy-making process. What allows some policy makers and lobbyists to be so successful, while others fail? Why do some issues make it on to the public agenda while others do not? Who should be included in policy decisions? What is good policy data and where can it be found?

Building on the success of previous Seminar Series, the University of Nebraska Public Policy Center has teamed with some of the state's top scholars and public servants to bring you the Summer 2002-03 Policy Seminar Series. The series will again examine some of Nebraska's most important policy issues. The series is an ideal opportunity for public or non-profit sector professionals, lobbyists, citizen advocates, elected officials, or members of interest groups to become more polished and effective policy makers, policy process participants, or policy consumers. Those with an interest in any stage of the policy-making process will not want to miss the presentations and discussions that take place at this Policy Seminar Series.

The Seminar Series is made possible by a support from Nebraska native Thomas C. Sorensen. In 1996, Mr. Sorensen presented an endowment to the University of Nebraska—Lincoln College of Arts and Sciences with the understanding that its income would support educational activities to help address the paucity of public discussion on policy issues and engage Nebraskans with an interest in current policy debates.

The cost for each seminar is \$40 per person. A \$15 fee is available for current students. The cost covers all materials as well as refreshments and a buffet lunch. For more information on these seminars, please contact Seminar Coordinator Tarik Abdel-Monem at (402) 472-3147 or tabdelmonem@nebraska.edu. Special accommodations can be made available for participants upon request.

Registration and fee information is available at:

University of Nebraska Public Policy Center
121 South 13th St., Suite 303
Lincoln, NE 68588-0228

Register on-line:

<http://www.ppc.nebraska.edu/seminarseries/pss02-03.html>

The Seminars planned for this year's first series include:

Policy makers and the Fourth Estate: Working with the Media - June 4, University of Nebraska - Lincoln

- Learn to effectively get your message out to constituents
- Understand the Do's and Don'ts of media interaction
- Identify and develop methods to promote your issues

Seminar Leaders: Professor Charlyne Berens (UNL News-Editorial Dept.); Professor Kevin Smith (UNL Political Science Dept.)

Panelists: Jeanne Atkinson (Nebraska Health and Human Services); Fred Knapp (NPRN); Nancy Hicks (Lincoln Journal-Star); Leslie Reed (Omaha World-Herald); Dara Troutman (NET); Phil Young (Former Director, Nebraska Republican Party)

Thomas C. Sorensen Forum for Political Leadership - June 19, Mahoney State Park

- Identify the hurdles to seeking public office
- Familiarize yourself with the difficulties facing public servants
- Discuss the skills to be an effective political leader

Seminar Leaders: Professor Stephen Buhler (UNL English Dept.); Scott Moore (Union Pacific Corp., Former Secretary of State and State Senator, District 24); Irv Omtvedt (UN Institute of Agriculture and Natural Resources); Kim Robak (UN Board of Regents, Former Nebraska Lieutenant Governor)

Policy Models and Innovations for Small Town Success - Date To Be Announced, University of Nebraska - Kearney

- Identify strategies to strengthen the viability of small communities
- Discuss traits of successful small towns
- Discover effective models for creating and maintaining vitality

Seminar Leaders: To Be Announced





Anyone that has thoughts, comments, suggestions, or ideas regarding recycling, please contact our office. We would really like to hear from you.

Dave McGuire, Recycling Manager
(402) 471-2293
dmcguire@notes.state.ne.us

Charlie Wink, Recycling
Coordinator
(402) 471-2431
cwink@notes.state.ne.us

Bernice Petersen, Recycling Clerk
(402) 471-9162
bpeterse@notes.state.ne.us

State Recycling News

Recycle, Re-Condition, Reuse, and Reap the Rewards

Recycling does not mean just bottles, cans, and newspapers. There are many things and ways to recycle. Cornhusker State Industries (CSI) wants to do its part to help with recycling and—as a bonus—help you save money. Cornhusker State Industries (CSI) is a division of the Nebraska Department of Corrections. CSI engages in the manufacture and marketing of products and services for use by its customers while providing work opportunities for inmates in correctional facilities located throughout the state. CSI offers an array of products utilizing recycled materials: picnic tables, benches, trash receptacles, etc.

Do you have furniture that has seen better days? CSI also offers full service:

- Refinishing
- Refurbishing
- Repair or modification of existing furniture
- Re-upholstery

Free estimates provided.

For more information about Cornhusker State Industries services, please contact any sales staff at 402/471-4597. Outside Lincoln, you may call 1-800-348-7537 or visit their web site at www.corrections.state.ne.us/csi.

1 2 3 Reduce Reuse Recycle

Question: Why is it always Reduce, Reuse, and Recycle—in that order?

Answer: *It would be most beneficial for the environment to always reduce or reuse first, because that does not require any additional natural resources. Recycling is third because it does require additional natural resources. Remember to buy recycled content products. Do your part to close the loop...*

Buy Recycled (Re-Buying)

One of our goals for calendar year 2003 is for 20% of the total office supply purchases from Office Depot have recycled content. We need your help!!! When ordering from Office Depot, please select products with recycled content whenever possible. Here are some of the office supply products that have recycled content in them:

1. File folders (all types and sizes)
2. Envelopes (all sizes)
3. Post- It Note pads (all sizes)
4. Remanufactured toner cartridges
5. Ink cartridges
6. Storage boxes (legal & letter)
7. Binders (assorted colors & sizes)

There are many, more recycled content items to choose from. We subscribe to the *Recycled Product Guide* and which lists 4,500 recycled products from over 700 manufacturers. Please give our office a call at 471-2431 if you need any additional information. Please, do your part to close the loop.



NMA: Who We Are—What We Are About

The Nebraska State Government Chapter, National Management Association (NSGC-NMA) is a professional nonprofit association committed to leadership and management development.

NSGC-NMA meets the 2nd Thursday of each month and consists of Nebraska state government managers who work in all branches of state government.

The National Management Association (NMA) is the world's largest organization dedicated to supervisory and leadership principles.

To learn more about the Nebraska State Government Chapter, National Management Association, visit our web site: <http://www.nol.org/home/NMA/>.

A Week to Celebrate

Mark your calendars to celebrate! June 1-7, 2003, is National Management Week in America, and June 5, 2003, is Certified Managers Day.

Public recognition of management as a profession through National Management Week in America improves the quality of management; encourages those with management responsibility to increase their competence; inspires young citizens and educators to become familiar with the benefits quality management provides to all society; fosters respect for the management profession; and creates an understanding of the essential role of management in increasing productivity and strengthening our economic system.

These days we all "manage" something—our projects, our time, and/or other resources. Therefore, National Management Week in America is a total team celebration. This is the true purpose of why we celebrate the "National Management Week" each year in June, so let's acknowledge each other's efforts in management!

Since the first presidential proclamation in 1983 designating the first week in June as Management Week in America, NMA chapters nationwide have used this opportunity to advance and recognize the importance of developing leadership and management skills.



Chapter Officers (l to r) Jane Scofield, Charlene Gondring, Vicki Wohlers and Gene Hand.

Election Results Announced ...

The following members were elected to Nebraska State Government Chapter National Management Association Offices for 2003-2004:

President: Charlene Gondring
Health & Human Services
President-Elect: Gene Hand
Public Service Commission
Secretary: Vicki Wohlers
Department of Agriculture
Treasurer: Jayne Scofield
DAS-Communications Division

All newly elected officers take office July 1.



Our Chapter's two newest Certified Managers are Vicki Wohlers, Department of Agriculture, and Bruce Hunzeker, Department of Roads.

Two Chapter Members Earn Certified Manager Designation

By Bruce Hunzeker, Chapter President, 2002-03

The CM Program is the most recognized management certification program in the world. Managers from a wide variety of industries and settings have earned the CM designation. More than 10,000 professionals in twelve countries have earned management certification through ICPM.

The CM program consists of the Certified Manager curriculum, the Certified Manager examinations, which are based on excellent statistical reliability and validity, ongoing professional development, and adherence to a Code of Ethics. Eligibility for the program is based on a combination of education and experience.

The CM curriculum, which reflects current management practice, may be completed through self study or organized courses and is divided into three parts: Personal Skills for the Manager, Administrative Skills for the Manager, and Interpersonal Skills for the Manager. In order to earn the Certified Manager designation, a candidate must pass three comprehensive examinations - one for each part of the CM curriculum.

For additional information, call ICPM at 1-800-568-4120 or visit their web site: <http://cob.jmu.edu/icpm>.





Bill Lyon, Scheduler- Soni Stone, John Wick, Stu MacTaggart, Ronnie Mitchell

Let the pilots of the State of Nebraska Department of Aeronautics fly you to your next meeting. Using State aircraft saves you time, money, and allows increased productivity from your Department. Why not call Soni right now to schedule your next trip? Phone 471-7952

DAS-State Personnel links

State Personnel has a wealth of information online for use by employees and agencies. Make the internet your first stop when seeking information.

Employee Information

- **Benefits Information and Forms**
<http://www.das.state.ne.us/personnel/benefits/>
- **State Holiday Schedule**
<http://www.das.state.ne.us/personnel/holidayschedule.htm>
- **State Suggestion System** (online form)
<http://www.wrk4neb.org/idea/>
- **Training Opportunities**
<http://www.das.state.ne.us/personnel/nkn/>

Newsletters

- **Affirmative Action Quarterly**
http://www.das.state.ne.us/personnel/aa_newsletters.htm
- **Statehouse Observer**
<http://www.das.state.ne.us/personnel/observer.htm>

Job Hunting

- **Apply for State jobs online**
<https://www.wrk4neb.org/jobapp/>
- **Current vacancies**
<http://www.das.state.ne.us/personnel/nejobs/per.htm>

Classification

- **Job Specifications**
<http://www.das.state.ne.us/emprel/JobSpecs/>
- **Nebraska Classified System Personnel Rules**
<http://das.nol.org/personnel/nerules/>

Mark Your Calendar!

May

26 Memorial Day
State Holiday

July

4 Independence Day
State Holiday

September

1 Labor Day
State Holiday

October

13 Columbus Day
State Holiday

November

11 Veterans Day
State Holiday

27 Thanksgiving
State Holiday

28 Day after Thanksgiving
State Holiday

December

13 Christmas
State Holiday

January

1 New Years Day
State Holiday

Note: Veterans Day was incorrectly printed as November 10 in the last issue.

STATEHOUSE OBSERVER

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Partnering with Agencies,
our State Personnel Team
is transforming State Government
to be the employer of choice.

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